

# **Southern Kentucky Regional Farmers' Market**

## **MARKET GUIDELINES 2006**

### **I. PARTICIPATION**

A. The Farmers' Market consists of Kentucky growers of vegetables, fruit, and other related agricultural and horticultural products; Kentucky producers of "added value" items such as baked goods, pickles, preserves, etc.; Kentucky crafts people; and any other category deemed acceptable to the board of directors.

B. It is recognized that although members sell as individuals, the market is a cohesive unit and its success depends on the cooperation and joint effort of all the vendors as a whole.

C. Members must make or grow all the products they sell at the Market site.

D. There will be a farm or business inspection for all first time applicants, and a biennial inspection thereafter. The market reserves the right to inspect any farm or business at any time.

E. The Southern Kentucky Regional Farmers' Market reserves the right to prohibit anyone from selling at the market.

F. Members are expected to conform to the Southern Kentucky Regional Farmers' Market statement of purposes as set forth in the by-laws and attend at least 4 market days during the season in order to retain voting rights.

### **II. ACCEPTABLE PRODUCTS**

A. Products for sale at the Southern Kentucky Regional Farmers' Market must be in compliance with the guidelines of the association. The market is an outlet for Kentucky agricultural, horticultural and craft products.

1. All produce, agricultural and horticultural products must have been grown or produced by the member, and must be listed on the application form. A high standard of quality and freshness is required. Items purchased for resale are strictly forbidden.

2. The member must make all craft items offered for sale. All craft items must be of high quality and should be clearly marked with the maker's name. Items purchased for resale are strictly forbidden.

B. The market manager shall have the right to prohibit the sale of any unacceptable item.

### **III. MARKET MANAGER**

A. A market manager will be appointed for each market day by the board. In the absence of the market manager, a board member in attendance will serve as the market manager.

B. The market manager will make any on-site decisions relating to market management when need arises. Any such decisions are subject to review by the board in a timely manner.

C. The market manager may deem any member's business operation to be unacceptable and refuse to allow that member to participate in that day's market.

#### IV. MARKET SITE

A. The markets will be conducted at Fairview Plaza, located at the intersection of Fairview Avenue and 31W By-Pass, in Bowling Green, KY. The market will operate on Saturday mornings from 7 AM until 12 Noon and on Tuesday from 7 AM until 1 PM. The opening day will be Saturday, April 15<sup>th</sup>, 2006 and the ending market date will be Saturday, October 28th, unless the membership wants to continue selling later into the fall. The board of directors may make changes in the market location, days or times of operation.

B. Layout of the market stalls will be determined by joint agreement of the market manager with the property owners.

C. In order to be fair to all market members, **sales may only** be made between the hours of 7 AM and Noon on Saturdays and between 7 AM and 1 PM on Tuesdays. **There will be no exceptions.** Members must vacate the market site within 30 minutes of the close of sale hours.

#### V. STALL ALLOCATION

A. Number, size and location of stalls available at market site(s) will be determined by the board officers and may be changed by the market manager. Member operations may determine stall location. A member may occupy no more than 2 stalls. Under special circumstances, the marker manager may allow a member to occupy additional stall spaces.

B. A daily stall fee of \$5.00 per stall will be charged to market participants; payment entitles a member to sell at the market on the day in which the fee is collected.

1. The board will set stall fees annually. These fees will be used to defray the costs associated with the market site and operations, e.g. advertising and publicity, insurance, rent, etc.

2. Stall fees will be collected and recorded each market day by the treasurer, or by a member designated by the treasurer.

C. Market stalls shall be allocated by seniority of market participation.

D. The market manager will decide any dispute over stall spaces.

#### VI. MARKET OPERATION

A. Knowledge of and compliance with all regulations regarding the production, labeling, display and sale of all products at the Southern Kentucky Regional Farmers' Market is the sole responsibility of the individual member.

B. Sales tax must be collected as required by Kentucky State law. Kentucky's sales and use tax law requires tax collection on non-edibles such as crafts and plants. It is the sole responsibility of each member to obtain their own tax numbers, and be familiar with which of their items are taxable, and to collect such taxes and forward them to the State Treasurer.

C. Processors of homemade foods such as pickles, baked goods etc. must comply with HB 391 and all Kentucky Department of Agriculture requirements, and assume sole responsibility for licensing, inspection, product liability insurance, etc. Members selling products in compliance with HB 391 must provide the market with a copy of their state certificate when submitting their application.

D. Eggs, fish, meat, and dairy products must be handled in a manner acceptable to all governmental administrative and regulatory requirements.

- E. Fresh produce must be displayed at least 12 inches off the ground.
- F. Members must post their name and location of their farm or business at their stall each market day.
- G. Prices should be clearly displayed.

#### VII. APPEARANCE AND CONDUCT

- A. Members will be neat, suitably dressed, and deal with the public in a courteous and appropriate manner.
- B. All members will display their products neatly and attractively, with consideration for the other members and the general public.
- C. Members are responsible for their own stalls, will supply all necessary trash containers, and will leave their site clean and in a condition acceptable to the market manager and property owner.
- D. Southern Kentucky Regional Farmers' Market prohibits members from bringing live animals to the market site unless required by law or with permission of the market manager.
- E. Smoking by vendors will not be permitted except in designated smoking areas.

#### VIII. MARKET FEES

- A. Producer Member;
  - 1. A 1-year membership fee is \$50.00 and entitles the member to 1 stall space.
  - 2. Additional stall fee is \$50.00 if purchased at the beginning of the season. The fee for a second stall if purchased after June 30 will be \$75.00.
- B. Stall fee is \$5.00 per space per day.
- C. All fees are non-refundable.

#### IX. INSURANCE

- A. All members shall be required to have liability insurance in amounts and coverage acceptable to the Southern Kentucky Regional Farmers' Market.

#### X. NON-DISCRIMINATION

- A. Southern Kentucky Regional Farmers' Market does not discriminate on the basis of age, disability, gender, race or religion.